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New York Public Library - Library School.

Library economy test. December, 1911.

1. State briefly the successive steps in the treatment of a book after it enters a library until it is placed on the shelves.

2. What is a shelf list? What forms of shelf list are used? What do you consider the two most important functions of shelf list?

3. State as briefly as possible the arguments for and against book nos.
a. For the small library. b. For the large library.

4. What items would you place on a shelf-list card? Give reasons.

5. What uses does an accessions book serve? What items do you consider most essential for an accessions entry?

6. Name 5 alphabeting rules which you think essential. Name 3 others which, in your opinion, might be changed with advantage, or according to circumstances.

7. Name 3 important lines of work which may be carried on at a loan desk.

8. Outline briefly a system of taking inventory which seems to you feasible.

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New York Public Library - Library School.

Written test in charging systems. December, 1911.

1. Outline briefly the routine of charging and discharging in the N. Y. P. L.

2. What is the system of "reserve" here? What alternatives to it can you suggest?

3. Describe three means of reaching your public other than the necessary routine work of the desk.

4. What is the viaue of a central registration file?

5. When a book is over due what steps must be taken by any library? What is the usual time limit for retaining a book?

6. What are the advantages and disadvantages of cards granting special privileges to certain classes of readers? Can you suggest an alternative method?

7. Describe the Brown charging system. For what sort of library is it desirable?

8. What do we mean by the old ledger system of charging?

9. What questions should be answered by a good charging system?

10. How does this library indicate that a book is to be reserved as soon as it comes in? Do you know how any other library does this?

11. Give some references on the subject of charging-systems in books or periodicals.

New York Public Library - Library School.

Written test in charging systems. December, 1911.

1. Outline briefly the routine of charging and discharging in the N. Y. P. L.

2. What is the system of "reserves" here? What alternatives to it can you suggest?

3. Describe three means of reaching your public other than the necessary routine work of the desk.

4. What is the aims of a complete registration system?

5. Does a book in your own home need be taken by any library? What is the usual time limit for retaining a book?

6. What are the advantages and disadvantages of card charging against pay-slips in certain classes of material? Can you suggest an alternative method?

7. Describe the Brown charging system. For what sort of library is it desirable?

8. What do we mean by the old ledger system of charging?

9. What questions should be answered by a good charging system?

10. How does this library indicate that a book is to be reserved as soon as it comes in? Do you know how any other library does this?

11. Give some references on the subject of charging-systems in books or periodicals.

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New York Public Library - Library School.

Reference examination.

December 21, 1911.

1. What are the qualifications of a good reference librarian?
What is the best way of becoming acquainted with reference books?

2. Without regard to expense what five reference works should you buy first for your own personal use? Give reasons for your choice.

3. Describe fully any one of the following, bringing out any points of difference between it and the others named: New international encyclopaedia; Nelson's encyclopaedia; Encyclopaedia Britannica, 11th ed.

4. Name and describe briefly three works on contemporary biography, indicating their value in reference work.

5. Give examples of three kinds of questions that you should find answered in Reader's guide.

6. Give the points of difference between Appleton's cyclopaedia of American biography and National cyclopaedia of American biography. Is it desirable for a library to have both?

7 - 10. Where should you look for answers to the following questions? If you think you could find the information in more than one place name several authorities, giving what you consider the best one first.

a. Is rhyme or rime the better spelling historically?
b. What was accomplished in polar research during 1910?
c. Who is the author of the lines about Death on a pale horse?
d. What modern observances are connected with the Passover?
e. Where can I find an account of the cause of the Franco-German war from a German point of view?

New York Public Library - Library School.

Reference examination.

December 21, 1921.

1. What are the qualifications of a good reference librarian? What is the best way of becoming acquainted with reference books?

2. Without regard to subject what five reference works should you buy first for your own personal use? Give reasons for your choice.

3. Describe fully any one of the following, indicating not any points of difference between it and the others named. The International encyclopaedia; Nelson's encyclopaedia; Encyclopaedia Britannica, 11th ed.

4. Name and describe briefly three works on contemporary literature, indicating their value in reference work.

5. Give examples of three kinds of questions that you would find answered in Bowker's guide.

6. Give the points of difference between Appleton's cyclopaedia of American biography and National cyclopaedia of American biography. Is it desirable for a library to have both?

7 - 12. Where would you look for answers to the following questions? If you think you could find the information in more than one place name several authorities, giving what you consider the best one first.

a. In figure or what the better equipping international?
b. What was accomplished in police reorganization during 1920?
c. Who is the author of the line about lands on a pale nerve?
d. What modern observatories are equipped with the Hooker?
e. Where can I find an account of the sense of the Franco-German war from a German point of view?

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New York Public Library - Library School.

Cataloguing examination. December, 1911.

1. Describe four kinds of entry which are found in a dictionary catalogue, giving the information included on each card.

2. State the general rule of entry for each of the following:

   a. Book by joint authors
   b. Married women
   c. Compound names
   d. Bible
   e. Encyclopedias

3. Give general rule for corporate entry:

   a. Societies
      Institutions
   c. Firms
   d. Public libraries
   e. Name one exception to the general rule

4. What is the difference in form of entry when you catalogue a set of periodicals which is complete, and when not yet completed?

5. In what respects would you differ from the Library of Congress cards in cataloguing a small library?

6 - 10. Catalogue one each of books in Sections 1 to 5.

New York Public Library - Library School.

Cataloging examination. December, 1913.

1. Describe four kinds of entry which are found in a dictionary catalogue, giving the information included on each card.

2. State the general rule of entry for each of the following:

   a. Book by joint authors
   b. Married women
   c. Compound names
   d. Bible
   e. Encyclopedias

3. Give general rule for corporate entry:

   a. Societies
      Institutions
   b. Films
   c. Public libraries
   d. Laws and regulations of a city

4. What is the difference in form of entry when you catalogue a set of periodicals which is complete, and when not yet complete?

5. In what respects would you differ from the Library of Congress cards in cataloging a small library?

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New York Public Library - Library School.

Examination in Classification. December 20, 1912.

1. a - Explain the difference between fixed and relative location, giving advantages and disadvantages of each system.

   b - Between close and broad classification.

2. In arranging the books on the shelves in a public library should you follow the exact order of the D. C? Give reasons.

3. Should you make any difference in classifying the following subjects for a popular library and for a reference library? Give reasons.

   a. Fairy tales
   b. Biog. of artists
   c. Books in foreign lang.
   d. Translations
   e. Books on electricity

4. Give two methods of classifying periodicals. Tell which you prefer and why.

5. Give D. C. nos. for the following subjects, carrying down according to 6th or 7th ed.

   Constitutional law of Switzerland
   Hist. of education in Poland
   Public schools in N. Y. City
   Geology of Belgium
   Hist. of modern Persian lit.

6. a - Give three titles (real or imaginary) that would classify respectively in 385, 625, and 656. Make titles sufficiently full to show scope of book.

   b - Two titles in 336.1 and 630.

7. - 10. Classify four books. (To be assigned)

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New York Public Library - Library School.

Problem in Library Economy.

March 22, 1912.

Conditions:

Town of 40,000 population.
Proportion of foreigners - 40%.
Large factory class.
Small and select wealthy class.
Middle class, consisting of tradesmen, etc.
Large preparatory school near.

A new library is built, with provision for an initial book collection of 25,000 vol.

Problem:

If placed in charge of the above library, what course would you pursue along the following lines?

1. Outline your general arrangement of departments.
2. Would you use an accession book? State reasons.
3. What kind of a shelf list would you use?
4. Would you use book-numbers? State reasons.
5. What charging system would you install?
6. What statistical records would you keep?
7. What method of buying books would you follow?
8. What would be the proportion of classes in your book collection? How would this be determined?
9. Would you form a separate children's room?
10. What lines of action would you direct toward gaining influence in the community?

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New York Public Library - Library School.

Book ordering test.

March 12, 1912.

1. What methods of book-buying may be followed by a large library which would be impracticable for a small one?

2. What does "net price" signify? When was the net price system instituted? What is the "protected" price in fiction? What is the present situation with regard to book-prices?

3. Give the gist of the provisions of the U. S. laws which affect the buying of books abroad by public libraries.

4. Outline the routine of the order system which you would institute in a library of 50,000 vol.

5. From what sources should book-orders be made up, and how is the final selection usually made? (Do not answer for this library particularly. A general statement is desired.)
Name 3 book-lists (not publishers') which materially aid a librarian in the selection of books.

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New York Public Library - Library School.

Examination in Reference Work.

March 20, 1912.

1. Name five books of ready-reference (not including biography) that you consider very useful in a town library.

2. What would be your first choice for a reference book for a public library in any five of the following subjects?

   a. Philosophy
   b. Bible study
   c. Sociology
   d. Agriculture
   e. Music
   f. General history
   g. Gazetteers
   h. American Indians
   i. Anniversaries and holidays

3. Give your choice of two reference works for a public library in any three of the following subjects:

   a. American history
   b. Atlases
   c. Historical atlases
   d. Art
   e. Literature
   f. Children's literature

4. Name two reference works that you should recommend for a reference library and not for popular use. Two that would be more useful in a public library than in a scholarly reference library.

5. Where should you look for answers to any ten of the following questions? If you think you could find the information in more than one place name several authorities, giving what you consider the best one first. Do not refer to general dictionaries or encyclopedias.

   a. What were the earnings of the Hocking Valley Company in 1910?
   b. In what month is St. Agnes' day, and what are some of the ceremonies connected with it?
   c. What was the origin of the Anti-Saloon League of America?
   d. Who is the president of Ecuador?
   e. What notable events occurred in 1812?
   f. Who were the most prominent figures in the Pre-Raphaelite movement?
   g. Find a list of poems on Sir Francis Drake.
   h. What are the British possessions in Africa?
   i. Were the reviews of Stevenson's Master of Ballantrae favorable? Of Quest?
   j. Was St. Patrick ever canonized?
   k. What was the origin of the Mother Goose melodies?
   l. What was the usual plan of an old Roman house?
   m. What is the Tale of Two Cities about?

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New York Public Library - Library School.

Examination in Cataloguing. March 21, 1912.

1. When should analyticals be made, and why? Describe the difference between title analytical and short form of subject analytical, and give reason.

2. How would you catalogue books in sets?

3. What reference book for catalogueers would you recommend in each of the following divisions:

   1. General encyclopedia
   2. Biographical dictionary
   3. Biographical dictionary of contemporaries
   4. Gazetteer
   5. Periodical
   6. Help in selection of subject headings
   7. Classed library catalogue
   8. Dictionary library catalogue

4. State what you can of attempts at cooperative cataloguing. Not to exceed 200 words.

5. Under what circumstances should you use all subheads given in the A.L.A. List under Railroads? Give reasons.

6. - 10. The fifty books catalogued will count as part of the examination.

New York Public Library - Library School.

Examination in Cataloguing. March 21, 1912.

1. When should analyticals be made, and why? Describe the difference between title analytical and short form of subject analytical, and give reasons.

2. How would you catalogue books in sets?

3. What reference book for cataloguers would you recommend in each of the following divisions:

1. General encyclopedia
2. Biographical dictionary
3. Bibliographical dictionary of nonfiction
4. Gazetteer
5. Periodical
6. Help in selection of subject heading
7. Bound library catalogue
8. Dictionary library catalogue

4. Write what you can of standard congressiva cataloguing. Not to exceed 300 words.

5. Enter each aforementioned work in one all analytica given in the A.L.A. List under Faithfulness. Give reasons.

10. The fifty books catalogued will count as part of the examination.

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New York Public Library - Library School.

Examination in Classification.

March 20, 1912.

1 - 5. The public library of the town of Interior, containing 5000 volumes, has never been classified or catalogued. The Trustees have engaged a trained librarian and have decided to begin the work of classification. The subject is under discussion at a board meeting and Mr. A., who is a Bostonian, wishes to have the expansive classification introduced; Mr. B. prefers the Decimal classification; Mr. C. favors that of the Library of Congress; while Mr. D. does not see why the town of Interior should not have its own classification. Mr. E. acknowledges that he knows nothing of the subject and suggests that the board call in the librarian, and after a discussion of the matter leave the decision to her.

Report the arguments of each of the trustees, the replies of the librarian (yourself), and the final decision.

6. Suppose that this same library had been classified by either the expansive or the Decimal classification and the question under discussion is that of changing from one to the other. Give the arguments of the librarian in this case.

7. - 10. Classify by both Expansive and Decimal classification four books. (To be assigned)

Examinations in U.S. Docs., Indexing, and Book-selection, yet to be given.

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